



DEPARTMENT OF HEALTH AND HUMAN SERVICES

Isiah Leggett  
County Executive

Uma S. Ahluwalia  
Director

**PLEASE READ THIS LETTER CAREFULLY**  
**2012 Pool Renewal Season**

**March 12, 2012**

Dear Pool Owner and Management Company:

To better serve the pool communities and management companies, Montgomery County is providing an on-line application process. This pool season, you must print out the application from our website. After completion, you may submit your application along with the fee to us, via mail or you may deliver to our office at the address listed below. New fees became effective on July, 2011. For your convenience, the fee for each pool facility can be found on the Assessment Fee list at:

<http://www.montgomerycountymd.gov/licensure>. Any incomplete or illegible applications and payments will be returned to you, resulting in a delay in the processing of your application or pre-opening inspections.

**Reminder: Pools opening Memorial Day must be inspected and approved, prior to Friday, May 25, 2012. All other pools must be inspected and approved prior to opening.**

**ADDRESS:** 255 Rockville Pike, 1st floor, Suite 100, Rockville, MD 20850

Business Hours: Monday-Friday, 8:00 a.m. to 4:00 p.m.

**FEES:** You may pay by Check, Money Order, Visa or MasterCard. **NO CASH IS ACCEPTED.** Please make check or money order payable to: **Montgomery County, MD.**

**TO SCHEDULE AN INSPECTION:** Pre-opening inspections will start April 16, 2012. To schedule a pre-opening inspection, the ADA affidavit along with any ADA applicable paperwork must be submitted and the pool and management application fees (where applicable) must be paid. Beginning April 2, 2012, you may call India McCoy at 240-777-3833 or Prince Tuffour at 240-777-3847 to schedule an appointment.

**EARLY INSPECTIONS:** If you plan to open your pool, prior to April 16, 2012, you must schedule a pre-opening inspection with your assigned Environmental Health Specialist.

**INSPECTIONS AFTER MEMORIAL DAY WEEKEND:** Inspections must be scheduled with your assigned Environmental Health Specialist.

**REINSPECTION FEE:** Scheduled inspections must be cancelled two hours prior to the scheduled time to avoid a \$100 cancellation fee. However, inspections scheduled for Monday's, must be cancelled before the scheduled inspection time without paying the cancellation fee.

**NEW FEE SCHEDULE:**

Pool or Spa < 100,000 gallons \$650.00

Pool or Spa > 100,000 gallons \$760.00

Wading Pool \$75.00

**Public Health Services • Licensure and Regulatory Services**

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255 Rockville Pike, Suite 100 • Rockville, Maryland 20850 • 240-777-3986 • 240-777-3088 FAX  
[www.montgomerycountymd.gov/hhs](http://www.montgomerycountymd.gov/hhs)

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**AMERICANS WITH DISABILITIES ACT (ADA):** The new 2010 U. S. Department of Justice ADA law goes into effect March 15, 2012. All pool owners must submit the ADA affidavit for compliance. Failure to do so will result in the facility pool application being denied. Please see the State of Maryland Department of Health and Mental Hygiene letter dated February 15, 2012, for further information.

**THE VIRGINIA GRAEME BAKER ACT (VGB) APPLICATION:** This form must be completed and submitted for any drain cover that was replaced due to normal wear or required drain cover replacement because of the May 26, 2011 U.S. Consumer Product Safety (CPSC) drain cover recall. In addition, any facility with a single unblockable drain (drain that is a minimum 18" by 23" in perimeter), the CPSC voted on September 28, 2011 to interpret an unblockable drain based on the dimensions of the sump and not the actual drain. For this reason, any pool with an unblockable drain must fill out the VGB form indicating the facility has an unblockable drain and document the size of the sump. If the sump does not meet the minimum dimensions, either the pool must come into compliance with dual main drains or provide a back-up system or device.

**2011 VIOLATIONS:** Any violation(s) noted during the last inspection of 2011 must be corrected before the **2012 Pre-Opening inspection.**

**ALTERNATIVE ENTRAPMENT PREVENTION SYSTEM:** Anyone using an alternative system must demonstrate, at the pre-opening inspection, that the alternative system works. The test will be conducted with all valves in the normal operating position.

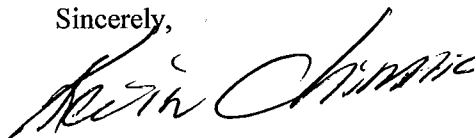
**FOOD:** If food is being distributed at the pool, a license must be obtained from Licensure and Regulatory Services. An inspection should be scheduled at the same time the pool is scheduled for inspection.

**INJURY REPORTS:** Injury reports must be submitted to Licensure and Regulatory Services whenever there is an incident. This report must be submitted when there is any injury, drowning, near drowning, suction entrapment, or waterborne illness. The report must be submitted within 24 hours if the incident results in death, illness, admission to the hospital, or requires resuscitation. Any water rescue must be reported within 3 months, or, in the case of a summer seasonal pool, by the end of the season.

**MANAGEMENT COMPANY REGISTRATION:** A management company may not operate a pool without being registered with Licensure & Regulatory Services. When a management company takes over the management of a pool from another management company during the year, a new registration must be issued. The registration for the new company will be issued as soon as the registration application and fee are submitted.

If you have any questions, please call India McCoy at 240-777-3833 or Prince Tuffour at 240-777-3847.

Sincerely,



Kevin L. Chinnia  
Program Manager

KLC:km